
Administration Committee

July 7, 2005

Summary Minutes

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE ADMINISTRATION COMMITTEE. AUDIO CASSETTE TAPE OF THE ACTUAL MEETING IS AVAILABLE FOR LISTENING IN SCAG'S OFFICE.

The Administration Committee held its meeting at the SCAG offices, Downtown, Los Angeles. The meeting was called to order by Richard Dixon, Chair, Lake Forest. There was a quorum.

Members Present

Aldinger, Jim	City of Manhattan Beach
Bowlen, Paul	City of Cerritos
Dixon, Richard	City of Lake Forest
Mikels, Judy	City of Simi Valley
Pettis, Greg	City of Cathedral City
Roberts, Ron	City of Temecula
Robertson, Deborah	City of Rialto
Washburn, Dennis (Vice Chair)	City of Calabasas
Young, Toni	City of Port Hueneme

Members Not Present

Baldwin, Harry	City of San Gabriel
Clark, Margaret	City of Rosemead
Garcia, Lee Ann	City of Grand Terrace
Loveridge, Ronald	City of Riverside
Nowatka, Paul	City of Torrance
O'Connor, Pam	City of Santa Monica
Tyler, Sid (Chair)	City of Pasadena

New Members

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1.0 CALL TO ORDER & PLEDGE OF ALLEGIENCE

Hon. Richard Dixon, Chair, Lake Forest, called the meeting to order at 9:10 a.m.

2.0 ELECTION FO CHAIR AND VICE CHAIR

Hon. Sid Tyler, Pasadena elected Chair.

Hon. Dennis Washburn, Calabasas elected Vice Chair.

3.0 PUBLIC COMMENT PERIOD

None

4.0 CONSENT CALENDAR

4.1 Approval Item

4.1.1 Action Minutes of June 2, 2005

Motion by Washburn to approve Summary Minutes, Seconded by Pettis, then unanimously Approved by the Committee.

4.1.2 Future Activities Commemorating SCAG's 40th Anniversary

4.1.3 Approval of Draft Disadvantage Business Enterprise (DBE) Goal and Methodology for Federal Fiscal Year (FFY) 2004-2005

Sandee Scott, SCAG staff, reviewed how the methodology was developed for the DBE outreach. The Committee directed staff to evaluate the current process and reconsider adjusting criteria and explore new outreach opportunities.

Item was pulled from the Consent Calendar and discussed separately. Motion by Washburn to accept report and to include a statement of intent to achieve a higher level of performance, Seconded by Robertson, then APPROVED by the Committee.

4.1.4 Co-Sponsorship of UCLA's Extension Public Policy Program 2005 Arrowhead Symposium

Motion by Washburn to approve Consent Calendar minus Item 4.1.3, Seconded by Pettis, then unanimously Approved by the Committee.

4.1.5 Sponsorship of Clean Cities Alternative Fuels Conference

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4.2 Receive and File

4.2.1 Contracts/Purchase Orders \$5,000 to \$250,000

▪ Sapphire Technologies	\$255,000.00
▪ Pace Navigator	\$11,329.45
▪ Xerox Corporation	\$5, 000.00
▪ General Networks Corporation	\$1,500.00

5.0 ACTION ITEMS

5.1 WRCOG Request for Reimbursement of Indirect Cost

Robin Lowe, WRCOG, requested that the item be tabled and that SCAG President Toni Young appoint a subcommittee to review the request.

Motion by Washburn to ask the SCAG President assembles a subcommittee, Seconded by Mikels, then unanimously Approved by the Committee.

5.2 Shanghai Maglev Trip

Hasan Ikhrata, SCAG Staff, requested that the Committee approve funding for a delegation to visit China and Japan for an educational exploration of the Maglev system.

Motion by Young to Approve with the proviso that money is not used from the General Fund, Seconded by Mikels, then unanimously Approved by the Committee.

5.3 Proposed Memorandum of Understanding between the Reservation Transportation Authority and SCAG

No discussion

Motion by Young to Approve, Seconded by Mikels, then approved by the Committee.

6.0 INFORMATION ITEMS

6.1 Personnel Committee

6.1.1 Merit Pay Program Status Report

Debbie Dillon provided the Committee with a report on the mid-year evaluations and ratings distributions.

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6.1.2 Classification/Compensation Plan Status Report

Debbie Dillon provided the Committee with a summary on the progress for the Planning classification series. A review of the marketplace is also performed with each classification series.

6.0 Monthly Financial Report

Heather Copp reported the closing of year-end and those billings are due July 31st. In addition, 70% of the billings are submitted within the last month of the year which means we are not getting reimbursed in a timely manner, however, staff is working to expedite the process.

It was also reported, that the collections of membership dues are ahead of schedule. Consequently, SCAG expects to enter the new fiscal year without using its line of credit.

7.0 FUTURE AGENDA ITEMS

8.0 ANNOUNCEMENTS

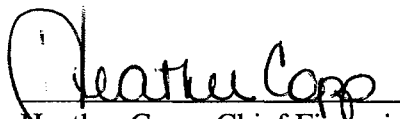
Dennis Washburn announced:

- 3100 acres of open space was acquired in the Las Virgenes Canyon Preserve for public enjoyment.
- "Living Lightly Guide" – a publication that educates communities on how to live in a watershed area.

9.0 ADJOURNMENT

Hon. Richard Dixon adjourned meeting at 10:00.m. The next meeting of the Administration Committee will be held at SCAG on Thursday, September 1, 2005.

Summary Minutes Approved by:



Heather Copp, Chief Financial Officer
Staff to the Administration Committee

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4.3.3 Salary Range Adjustments

Debbie Dillon briefed the Committee on a salary survey conducted to maintain market competitiveness as outlined in the 2001 study. Recommended changes to salary ranges in the Administrative Job Family effective July 1, 2005 include:

- Executive Assistant to the Regional Council (+2.6% top of range)
- Operations Technician (+6.2% top of range)
- Sr. Administrative Assistant (+4.8% top of range)

Motion by Mikels to Approve, Seconded by Robertson, then unanimously Approved by the Committee.

4.4 Tribal Governments

This resolution (Resolution #05-464-1 through 16) moves forward the agreement between SCAG and the Tribal Governments. As part of the agreement SCAG will continue efforts to:

- Include the Tribal Governments in the transportation planning process
- Appoint Regional Council members to a Tribal Relations Task Force
- Develop and approve work programs to facilitate agreements with Tribal Governments

Motion by Washburn to Approve, Seconded by Robertson, then unanimously Approved by the Committee.

5.0 FUTURE AGENDA ITEMS

- WRCOG Request for Reimbursement of Indirect Cost
- DBE Goal Setting

6.0 LEGAL COUNSEL REPORT

6.1 Colin Lennard reported on the State Mandated Costs under SB90. As a result of the state commission on mandates denies SCAG reimbursement of RHNA costs. In the past, SCAG had always been reimbursed for its RHNA costs by the previous commission, State Board of Control. An appeal was made and the new commission, the decision was reviewed and determined that the COGs were not eligible for reimbursement of RHNA costs. It was recommended that SCAG file a writ of mandate with the proviso that the other COGs provide a fair share cost arrangement to support the litigation.

Motion by Mikels to Approve, Seconded by Robertson, then unanimously Approved by the Committee.